











Safe Work Instruction - Cleaning

DO NOT UNDERTAKE THIS TASK UNLESS YOU HAVE BEEN INSTRUCTED IN ITS EXECUTION

TASK	BUFFING	
SCOPE	This SWI describe the process of buffing to assist in retaining the integrity of a floor	
EQUIPMENT REQUIRED	Buffing machine	Scourers
	Spray Bottle	Wringer Bucket
	Mop	Broom or fringe mop
	Safety signage	
SUPPORTING REFERENCES	SWMS – Cleaning – Common and Public Areas	

PPE REQUIREMENTS – Verify all PPE is in good condition prior to use									
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hygiene Controls	Hand Protection	Protective Clothing	Disposable Mask	Sun Protection
									
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OTHER	Hearing protection to be used if buffing for long periods of time								

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<p>Safety</p> <ul style="list-style-type: none"> • Ensure room is well ventilated • Do NOT smoke or allow naked flame or sparks • Safety signs indicating "Cleaning in Progress" to be used when applicable • Power leads to be checked for fraying or exposed wires, any defect to be reported • Power leads to be always kept behind machine to prevent machine from cutting or damaging lead
<p>Environment</p> <ul style="list-style-type: none"> • Keep chemical use to a minimum • Waste solution to be disposed of in sewage (toilet or cleaners sink)
<p>General</p> <ul style="list-style-type: none"> • Floor surface is clear and dry before buffing commences or there is a risk of the spray sealing in dust, dirt, and mould

BEFORE YOU START TAKE 5 FOR SAFETY

STOP and think about the potential dangers of the task and work area	LOOK and identify new hazards, and report these to the manager	ASSESS the risk, consider any possible threats of damage or injury	CONTROL hazard with suitable control measure to reduce risk	DO the task and monitor hazards by keeping a look out for changes
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STEP BY STEP GUIDE

Pre-Operation

- Collect all equipment required from cleaner’s storage area
- Check condition of equipment for any damage or faults and current test and tag
- Review SDS of any chemicals to be used
- Conduct and pre-start requirements of cleaning machinery to be used
- Apply all required PPE and make sure it is in good working condition
- Place safety signage at all access points to notify other persons of task

Instructions

- Floor to be inspected, spillages to be spot mopped, chewing gum or other hard solid matter to be removed with scraper
- Fill spray bottle with spray buff solution
- Brush of buffing pad to be fixed to machine
- Buffing of floor surface to be commenced. A fine mist of spray buff solution should be sprayed keeping the machine operating at an even speed to avoid burning floors, on soiled areas. **DO NOT** use too much solution as this produces dull surfaces and places strain on the machine
- Buff the floor one way and then go back over it in the other direction
- Soils which cannot be removed by the above operation, should be treated with coarse pad and area then re-sprayed and buffed
- **DO NOT** machine or spray close to edge of room to avoid contact with walls
- Change soiled brushes or pads as required to avoid dirtying floor surfaces

Finishing Up

- If necessary, dry mop after buffing

EMERGENCY REQUIREMENTS

- Be aware of site emergency response provisions and first aid requirements

FINAL CHECK

- Are all work areas clean and tidy?
- Have you put all equipment and materials away neatly?
- Have you reported any near misses or incidents?